



BALTIMORE CITY GOVERNMENT

Mayor Stephanie Rawlings-Blake

HUMAN RESOURCES POLICY MANAGER

Baltimore City Government is seeking a highly qualified, dynamic individual to lead the City's Human Resources Policy Section. The HR Policy Manager serves as a key component of the Director of Human Resources' executive team; responsible for providing expert counsel to the Department of Human Resources, the Mayor's Office and Agencies to ensure understanding, consistent interpretation and compliance with City, State and Federal personnel policies, laws and regulations as well as performing a broad range of complex and sensitive work in the development of human resources' policy, monitoring compliance and the interpretation and application of policies to a broad range of Human Resources' related issues.

Baltimore City's diverse employee base consists of more than 15,000 employees across a wide range of managerial to laboring occupations, including public safety, clerical, technical, administrative and support positions located throughout the metropolitan area. Operating under a Civil Service System, the majority of employees are represented by one of 9 employee unions, with a large body of appointed employees.

Desirable Qualifications:

Qualified candidates will have a bachelor's degree from an accredited college or university and a minimum of four years of experience in personnel law, human resources policy development, policy or legal composition or human resources policy compliance. Experience in a unionized public sector environment is highly desirable. A juris doctorate from an accredited school of law is desirable.

Qualified candidates should have a thorough knowledge of professional, State and Federal guidelines and regulations as they apply to human resources in such areas as FMLA, EEO, substance abuse, wage administration, employee relations, employee selection, discipline and termination; leadership ability; skill in resolving sensitive problems, analyzing data from a wide variety of sources and applying legal principles, proven skill in developing, analyzing, applying and monitoring compliance with human resources policies and procedures and excellent verbal and written communication skills.

**Salary is commensurate with education and experience, with an excellent benefit package.
\$55,200 - \$99,200.**

Position will remain open until filled. Interested candidates should submit a cover memo and resume, which specifically addresses the applicant's experience relevant to this position; including size and composition of staff supervised, programs, systems and policies responsible for and other significant factors to:

Ms. Gladys B. Gaskins
Director of Human Resources
Baltimore City Department of Human Resources
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Baltimore, Maryland 21202
deptofpersonnel@baltimorecity.gov
AN EQUAL OPPORTUNITY EMPLOYER